

BUDGET JUSTIFICATION/NARRATIVE-PART II

(THIS PAGE IS MANDATORY AND MUST BE COMPLETED IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE)

Agency Name: _____ MHM 09 - _____

Executive Director: _____ Contact Person: _____

Federal Tax I.D. Number _____ Phone: () _____

Speakers:

Rentals:

Program Supplies:

Administrative Cost: (administrative cost will be reduced to 10% of actual expenditures)

Signature _____ Date _____

INSTRUCTIONS FOR COMPLETION OF THE BUDGET JUSTIFICATION/NARRATIVE FORM

SPEAKER(S) FEES: List the anticipated number of speakers and/or topics and the rate of reimbursement for each speaker. The Commission will not reimburse fees or travel for out-of-state speakers unless prior approval is received. (Include resume, curriculum, vitae, etc.)

RENTAL (equipment, space, etc.): All items to be rented must be listed. State the duration and cost of rental per item. Rental agreements may be required if the project is selected for funding. Itemize and provide the unit costs for the items to be rented. (You may not rent space from yourself).

SUPPLIES, CONTRACTS AND OTHER: For purposes of Commission funds, supplies consist of expendable property items which have a useful product life of one year or less and are necessary for the event (staples, scissors, paper, pens, etc.) Itemize and provide the unit costs for the goods and services in this category.

PRINTING: Includes typesetting, actual printing or photocopying of material which is completed by a commercial printing company. Included also are costs for pamphlets, brochures and flyers. (Please itemize). Internal photocopying which is not documented with an invoice or receipt should not be charged to this grant. Quantities should be justified based on the number of people to be served by this project.

ADVERTISING: Specify medium of advertisement, e.g., TV, radio, newspapers, etc. Provide unit costs.

CONTRACTS: Contract personnel are individuals hired to work on the project but who are not regular, salaried or hourly employees of the grantee agency. The contract line item requires supporting documentation in the form of a photocopy of the contract (or draft of a contract) between the agency for the Commission-funded project and the contractor(s). At a minimum, the contract must include the following information:

- effective time period of the contract including beginning and ending dates;
- hourly rate of compensation;
- total dollar amount of compensation for the grant period pending approval of work;
- specific services provided to the project by the contractor(s);
- a termination clause which allows the agency or contractor(s) to serve notice that the contract may be ended, if necessary, prior to the effective ending date of the contract; and
- signature of the contractor(s) and the agency's appointing authority will be required on final contracts.

HEALTH SCREENINGS: Provide contract from a healthcare provider who will provide health screenings at your event. The contract should estimate the total number of health screenings to get a total amount you are requesting from the Commission i.e., unit cost (nurse time + cost of medical supplies) X total number to be served.

The unit cost is equal to nurse time and and medical supplies. Reimbursement will be based on total number of participants screened.

FOOD/REFRESHMENTS: Consistent with the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. (see Commission website at www.mih.ohio.gov.)

ADMINISTRATIVE COST: Not to exceed 10% of requested amount. This amount may change based on awarded amount when your revised budget is submitted.

Signature _____ Date _____